



DEPARTMENT OF THE NAVY
NAVY PERSONNEL COMMAND
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000

NAVPERSCOMINST 1401.1
PERS-4/PERS-8
29 Apr 10

NAVPERSCOM INSTRUCTION 1401.1

From: Commander, Navy Personnel Command

Subj: UNRESTRICTED LINE MAJOR AND COMMANDER COMMAND BOARD
NOTIFICATION PROCEDURES

1. Purpose. To develop a common framework for the release of Administrative Selection Board Results from Navy Personnel Command (NAVPERSCOM), Surface Warfare Officer Assignment Division (PERS-41), Submarine/Nuclear Power Distribution Control Division (PERS-42), and Aviation Officer Assignment Division (PERS-43). This instruction only applies to public release of board selection information for Commander Command and Major Command Boards from NAVPERSCOM (PERS-41), (PERS-42), and (PERS-43). Maintenance of this instruction is the responsibility of NAVPERSCOM, Board Membership (PERS-815).

2. Discussion. Selection to Commander Command and Major Command is a significant career milestone. From the moment a board president adjourns their respective selection board, there is a palpable demand to release the select list as quickly as possible. Prior to public release, it is imperative each select list be reviewed by NAVPERSCOM, Career Progression Department (PERS-8), past final review non-selects be notified in a professional and dignified manner, and the Chief of Naval Personnel (CHNAVPERS), Chief of Naval Operations (CNO) and Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN (M&RA)) be informed of the board's recommendation. Failure to follow the instructions as written may invalidate the board results.

3. Policy. The Presidents of the Unrestricted Line Commander Command and Major Command Boards are appointed in writing by Commander, Navy Personnel Command (COMNAVPERSCOM) via the board precepts. The precepts provides the Board President direction regarding the conduct of the Board, but not specific direction regarding public release of information. COMNAVPERSCOM is responsible for official and public release of Unrestricted Line (URL) Commander Command and Major Command Board results. The following approved release procedures are directed.

4. Procedure. Prior to the President adjourning a Commander Command or Major Command Selection Board, the Senior Recorder will ensure all board members are briefed and understand the official and public notification procedures. Board members remain under oath and must limit their discussions to the board's recommendations (the Select List), and may not discuss board recommendations only until the select list is publicly released. Immediately prior to board adjournment, the Board Sponsor will remind board members that they remain under oath and are not authorized to release board recommendations ahead of the official release by COMNAVPERSCOM.

a. Board Adjournment. Once board members are briefed on notification procedures, board members sign the board report and are released from their selection board responsibilities; however, board members remain under oath and must limit their discussions to the board's recommendations only (the Select List).

b. NAVPERSCOM (PERS-8) validation for adverse screens. To ensure selection board impartiality, information on unresolved investigations for officers eligible for selection is purposely withheld by NAVPERSCOM (PERS-8). Following adjournment of the selection board, NAVPERSCOM (PERS-8) will review the recommendations of the board and identify those officers with a pending investigation. That information is presented to the Board President who will recommend to COMNAVPERSCOM if the officer's name should be withheld from public release.

c. COMNAVPERSCOM Legal Review. Prior to the Board President meeting with COMNAVPERSCOM or his/her designated representative, NAVPERSCOM, Office of Legal Counsel (PERS-00J) will review board recommendations. This review will coincide with a review by the Flag Secretary to COMNAVPERSCOM to ensure proper formatting and structure of the board report.

d. Board President Outcall with COMNAVPERSCOM. Following NAVPERSCOM (PERS-8) and legal reviews, the Board President will meet with COMNAVPERSCOM or designated representative. The purpose of the outcall is for the Board President to address any

pending issues resulting from the board proceedings, NAVPERSCOM (PERS-8) review, or the legal review, and to provide feedback to COMNAVPERSCOM on the board process.

e. Private Notification of "Non-Selects". Private notification of "Non-Select" officers past their final look may proceed at any time following legal review.

(1) Notification of non-select officers past their final look shall be made in a dignified and professional manner giving special consideration to the significant contributions each of these officers has made to the naval service. Each URL community has a unique cultural process approved by their enterprises regarding the notification of "non-selects". A reasonable attempt should be made to contact all "non-selects" by phone before the selection list is distributed. Prior to the board, the community should decide who will initiate calls to those that fall in this category (normally "non-select" calls are made by community detailers, board members, or a senior ranking "mentor").

(2) The following approved notification procedures will be used. Deviation from the below procedures requires notification via e-mail from the division director (DIV DIR) to NAVPERSCOM (PERS-4) and COMNAVPERSCOM.

(a) NAVPERSCOM (PERS-41) detailers shall notify those officers past final look. In keeping with the traditions of the Surface Warfare Community, upon notification, these officers shall be provided extensive career counseling and encouraged to remain on active duty.

(b) NAVPERSCOM (PERS-42) will identify mentors outside of NAVPERSCOM who will contact those officers past their final look. This identification will occur prior to commencement of the board. Those officers past final look who are unable to be contacted by mentors will be informed by NAVPERSCOM (PERS-42) detailers.

(c) NAVPERSCOM (PERS-43) will provide their spaces for board members to contact those officers past final look. Those officers past final look who are unable to be contacted by selection board members will be informed by NAVPERSCOM (PERS-43) detailers.

f. COMNAVPERSCOM is responsible for informing CHNAVPERS, CNO, and ASN (M&RA) of board recommendations prior to official release. Following all reasonable attempts to notify those officers past final look, COMNAVPERSCOM will forward, via e-mail, the recommendations of the selection board to CHNAVPERS, CNO and ASN (M&RA).

g. Transmission of the e-mail to CHNAVPERS, CNO and ASN (M&RA) starts a 2 hour clock. At the conclusion of the 2 hour time period, COMNAVPERSCOM will notify via e-mail all Navy Flags and SES of the board select list and those past final review. CNPC front office will notify appropriate Division Director that the Flag/SES email has been transmitted, and will coordinate timing for further Division Director release/posting of board results. Navy Flag and SESs will be afforded a nominal 24 hour period to conduct notifications as desired. This delay period will usually result in Division Director's release/posting of results the next calendar day.

h. Official Release. After the agreed upon Navy Flag and SES notification period has expired, DIV DIRS are authorized to release the select list. The following approved notification procedures will be used. Deviation from the below procedures requires notification from the DIV DIR to NAVPERSCOM (PERS-4) and COMNAVPERSCOM.

(1) NAVPERSCOM (PERS-41). Official release of results to the Surface Warfare Community will occur in a two-step process. Enterprise lead provides an e-mail containing names of those officers selected and those officers past final look to all Surface Flag officers. Contact data is provided with these two lists. Surface Warfare Flag officers will be encouraged to follow a long established practice of mentoring those selected officers and those who did not select. Following release of this e-mail, NAVPERSCOM (PERS-41) will post the results to their Web site.

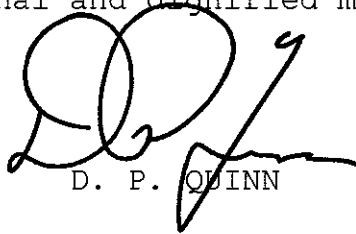
(2) NAVPERSCOM (PERS-42). Official release of results to the Submarine Community will occur via naval message from Commander, Submarine Force.

NAVPERSCOMINST 1401.1
29 Apr 10

(3) NAVPERSCOM (PERS-43). Official release of results to the Aviation Community will occur via posting to the NAVPERSCOM (PERS-43) Web site.

5. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of November 2007.

6. Conclusion. Although the process outlined above may appear burdensome, it serves a valuable purpose in that it permits validation of the board results, informs the chain of command of Board results, permits immediate leadership the opportunity to congratulate and counsel those officers considered before the board prior to public release, and enables notification of non-selects in a professional and dignified manner that honors their naval service.



D. P. QUINN

Distribution:
Electronic only, via NAVPERSCOM Web site:
<http://www.npc.navy.mil/>